

Batch Program for Multiple Documents

The following instructions will guide you through the process of docketing the same event in multiple cases.

STEP 1 Select **Bankruptcy** from the Main Menu, and then select **Batch Filings** from the **Bankruptcy Events** menu.

STEP 2 Enter Case Numbers in scroll box, and then click on **Next**.

File Documents in Batch

Case Number(s)

02-60108
02-60105
02-60234

99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next Clear

STEP 3 Screen appears to select event to be docketed. Highlight your selection, and then click on **Next**.

File Documents in Batch

02-60108 Robert L. Clementine and Cecilia J. Clementine
02-60105 Albert J. Williamson
02-60234 Mary Johnson

Certification of Failure to Commence Payments
Letter - 341 Meeting Avoid Dates
Motion and Notice to Allow Claims by Trustee
Motion and Notice to Modify Plan Payments
Motion to Dismiss Case, Notice of Motion and Hearing filed by Trustee
Motion to Substitute Attorney
Objection to Claim
Report of Deposit of Unclaimed Funds/Small Dividends

Next Clear

STEP 4 Screen appears for attachment of documents.

File Documents in Batch: 02-60108 Robert L. Clementine and Cecilia J. Clementine 02-60105 Albert J. Williamson 02-60234 Mary Johnson

02-60108 Robert L. Clementine and Cecilia J. Clementine N:\ecf\TrainDocs\motion.pdf Browse...

02-60105 Albert J. Williamson N:\ecf\TrainDocs\motion.pdf Browse...

02-60234 Mary Johnson N:\ecf\TrainDocs\motion.pdf Browse...

Next Clear

- For each case, key pathname in window, or click on **Browse** to search for file.
- After all files identified, click on **Next**.

STEP 5 Docket Text: Modify as Appropriate screen appears. This screen allows for addition of prefix and/or additional text.

File Documents in Batch: 02-60108 Robert L. Clementine and Cecilia J. Clementine 02-60105 Albert J Williamson
02-60234 Mary Johnson

Docket Text: Modify as Appropriate.

Motion to Substitute Attorney for Debtor . (Lowe, Debra)

- To add a prefix to text:
 - ◆ Click on the down arrow (▼) next to box.
 - ◆ Click on correct modifier.
- To add additional text:
 - ◆ Click in blank text box.
 - ◆ Key any additional text to further describe entry.
 - ◆ Click on **Next** to continue or **Clear** to clear additional text and begin again.

STEP 6 Docket Text: Final Text

- Verify docket entry:
 - ◆ If correct, click on **Next** to submit filing.
 - ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking **Bankruptcy** on the Main Menu.

File Documents in Batch: 02-60108 Robert L. Clementine and Cecilia J. Clementine 02-60105 Albert J Williamson
02-60234 Mary Johnson

Docket Text: Final Text

Motion to Substitute Attorney for Debtor. (Lowe, Debra)

WARNING!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Receipt of Filing

Upon submission of final docket text, **Notice of Electronic Filing** screen appears, to give confirmation that the system has received the entry and is now an official court document. Scroll down to view entire receipt.

File Documents in Batch: 02-60108 Robert L. Clementine and Cecilia J. Clementine 02-60105 Albert J Williamson 02-60234 Mary Johnson	
U.S. Bankruptcy Court TRAIN Eastern District of Virginia - TRAIN	
Notice of Electronic Filing	
The following transaction was received from Lowe, Debra entered on 7/8/2003 at 1:13 PM EDT and filed on 7/8/2003	
Case Name:	Robert L. Clementine and Cecilia J. Clementine
Case Number:	02-60108
Document Number:	9
Case Name:	Albert J Williamson
Case Number:	02-60105
Document Number:	2
Case Name:	Mary Johnson
Case Number:	02-60234
Document Number:	4
Docket Text: Motion to Substitute Attorney <i>for Debtor</i> . (Lowe, Debra)	

Each notice will include the following:

- Who filed the document
- Date and Time
- Case Name
- Case Number
- Document Number
- Original filename (pdf)
- Electronic document stamp

To print receipt:

- Click on **File** at top of Netscape screen and select **Print**, *or*
- Click on the Printer icon at the top of the page.

[NOTE: It is strongly recommended that copies of receipts be maintained for your records]

If you attempt to access the docket(s) or the document(s) through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.

PACER Login
Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6896 or (210) 301-6440.
An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.
Authentication
Login:
Password:
Client code:
☐ Make this my default PACER login